



OFFICE OF COMMUNITY AND SOCIAL PROGRAMS

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Community & Social Programs
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September 17, 2004

Re: Grants and Contributions Program
Application Procedures and Information - FY 06

Dear City Grant Recipient:

The City of Annapolis Grant Application for the City's fiscal year 2006 is available on the City's web site. This application **must be completed** before any organization will be considered for a City grant next year. **Ten copies** of your grant application must be received in the City of Annapolis Office of Community and Social Programs, at 160 Duke of Gloucester Street, Room 102, by 4:30 p.m. on Friday, January 14, 2004.

For your convenience, you can download a Grants and Contributions Program Application from the City's web site: www.annapolis.gov. On the web page, look under **City Departments**, scroll down to **Community & Social Programs**. On the side bar, click on **Grants and Contributions Program Application (pdf)**, and print a copy of the application. If you do not have access to a computer, fax, or email, call the Office of Community and Social Programs, and someone will mail you an application.

If your organization received a grant for Fiscal Year 2004, per the current grant agreement, Section, VII. REPORTS AND INFORMATION, all progress reports should have been received by the Coordinator of Community and Social Programs, at 160 Duke of Gloucester Street, Room 102, Annapolis, Maryland 21401. The Grantee is required to have submitted a detailed quarterly report, one month after the end of each quarter. ***No FY 2006 grant monies will be dispersed until the FY 2005 fourth quarterly progress report is received by the Office of Community and Social Programs.*** The Quarterly Project Progress Report periods for FY 2005 are listed below:

QUARTERS:	QUARTERLY REPORT BY:
! July 1, 2005 to September 30, 2005	October 31, 2005
! October 1, 2005 to December 31, 2005	January 31, 2006
! January 2, 2006 to March 31, 2006	April 30, 2006
! April 1, 2006 to June 30, 2006	July 31, 2006

As said information is critical in assisting the Office of Community and Social Programs in evaluating the effectiveness of programs funded by the City of Annapolis, each response shall directly address the requirements described on each grant application, as it pertains to grantees' proposal. The grantee shall ensure that **all** FY 2006 Quarterly Project Progress Reports are sent promptly each reporting period, as stated for each quarter above. Said report shall provide an itemized accounting of the expenditures of the grant funds. Said report shall also include a spending plan, from July 1, 2005 through June 30, 2006, for any grant funds not spent at the time the report is due to the Grants Administrator. In addition, the report shall provide information pertaining to the program's success in reaching its goals

and objectives as fully outlined in **Attachment A** of this Agreement.

This report shall be signed by the official representative of Grantee certifying under the penalties of perjury that the funds were expended consistent with the purpose set forth in **Section I** of this Agreement.

Grantee is required to have submitted all progress reports, and provide a financial statement, at the time an application is submitted for FY2005, as this information will be considered in the awarding of FY 2006 grants. If a financial report is not provided, your application will not be considered for funding in FY 2006.

Punch list:

- T Obtain an Annapolis Grant Application for the City's Fiscal Year 2006:** call the Community and Social Programs Department, at 410-263-7996, or for your convenience, you can download a Grants and Contributions Program Application from the City's web site: www.annapolis.gov. If you do not have access to a computer, fax, or email, call the Office of Community and Social Programs, and someone will send you an application;
- T The application must be signed and dated;**
- T Ten copies** of your grant application must be received in the City of Annapolis Office of Community and Social Programs, at 160 Duke of Gloucester Street, Room 102, by 4:30 p.m. on Friday, January 14, 2004;
- T On the City's web page, look under City Departments, scroll down to Community & Social Programs ;**
- T On the side bar, click on Grants and Contributions Program Application (pdf), and print a copy of the application.**

If you have any questions or concerns, please do not hesitate to call my office, at 410-263-7996.

Sincerely,

Tony J Spencer, Director
Community and Social Programs